

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Event Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates tenant utilization and books events. Serves as the liaison between the lessee and the department prior to and during events to ensure satisfaction and compliance with contractual requirements. Coordinates staffing and event setup. Serves as the facility representative. Provides customer service and administrative support.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Coordinates events by communicating with clients on setup options and types of materials needed to achieve desired results, arranging for last minute adjustments in setup at the request of the lessee and working closely with the lessee prior to and during events to ensure that the requirements of the event and the lessee's contractual agreement are met.
2	L	Prepares and maintains event files by tracking and ensuring that all proper paperwork is in the file including contracts, deposits, insurance certificates, staffing/operations sheets and final billing.
3	L	Coordinates staffing and event setup by scheduling the appropriate event personnel, preparing and distributing event sheets containing logistical information on the required personnel, schedules, layouts, equipment, setup plans and audio visual needs.
4	L	Serves as the facility representative by serving as a liaison between event personnel and the facilities, communicating with lessees, promoters, tenants, customers, city management and the general public and serving as duty manager.
5	L	Provides customer service and administrative support by assisting with the surveys for lessees and patrons to ensure satisfaction and repeat business, responding to customer inquiries and problems, reviewing and updating bi-weekly and monthly event schedules, informing the receptionist of current and correct event information and reviewing event information for the monthly calendar of events.
6	L	Books events by checking for available dates and venues, placing dates on hold and scheduling events, filling out rental applications that are used for preparing contracts, preparing and distributing rental packages with rates and venue information, assisting with calculating estimates of potential costs incurred in completing an event, responding to event inquiries and conducting facilities tours.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read reports, contracts, proposals, policies and procedures, instructions and requirements and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, checklists, evaluations and general correspondence.
Managerial	Managerial responsibilities include planning events and coordinating personnel.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At events and while copying, filing and faxing
Sitting	F	deskwork
Walking	F	To and from different offices and buildings
Lifting	O	Boxes, equipment, furniture
Carrying	O	Boxes, equipment
Pushing/Pulling	O	AV equipment cart, tables and chairs
Reaching	F	For supplies
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, writing
Kneeling	O	While filing and setting up for events
Crouching	O	While filing
Crawling	N	
Bending	O	To pick up items off of the floor
Twisting	O	From the computer to the telephone
Climbing	F	Stairs
Balancing	N	
Vision	F	Reading, viewing the computer monitor, observing work activities
Hearing	F	Communicating with personnel and the general public and on the telephone and radio
Talking	F	Communicating with personnel and the general public and on the telephone and radio
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Two-way radio, telephone, fax machine, copier, mobile phone, calculator, vehicle, pager, printer, over-head projector, VCR/TV, computer and related software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)